

---

**BUREAU OF ADMINISTRATIVE SERVICES**

Dear Small Business Owner:

The Department of Conservation and Natural Resources is focused on proactively promoting the use of Small and/or Diverse Businesses on eligible solicitations with our agency.

The Department of General Services' Bureau of Diversity, Inclusion, and Small Business Opportunities (BDISBO) has created a process with which eligible vendors can become self-certified as a Small Business (SB) and verified as a Small Diverse Business (SDB). Once self-certified, vendors can be considered for contract award opportunities with the Commonwealth of Pennsylvania that are specifically tailored for SBs and SDBs.

These programs allow SBs and SDBs to participate as prime contractors, subcontractors, suppliers, and professional service providers on Commonwealth purchase orders. Opportunities are available with the Commonwealth for goods, services, IT, and construction.

In addition, eligible businesses may compete for contracts reserved solely for small businesses under the Commonwealth's Small Business Reserve program, a race and gender-neutral program open to all businesses that are SBs or SDBs.

In order to qualify as a **Small Business (SB)**, a vendor must self-certify that they meet the following requirements:

- The business must be a for-profit, United States business.
- The business must be independently owned.
- The business may not be dominant in its field of operation.
- The business may not employ more than 100 full-time equivalent employees.
- The business may not exceed three-year average gross revenues of \$38.5 million, regardless of business type.

In order to qualify as a **Small Diverse Business (SDB)**, a business must first self-certify as an SB, then submit current certification from a variety of approved third parties to BDISBO.

For an overview of the program, step-by-step guide on how to self-certify as a Small Business, and pertinent resources, please visit:

<https://www.dgs.pa.gov/Small%20Business%20Contracting%20Program/Pages/default.aspx>

Should your business fall under these requirements, we strongly encourage you to register.

If you have any questions about the program, do not hesitate to contact BDISBO; they are reachable by phone at: (717) 783-3119 or by email at: [gs-bdisbo@pa.gov](mailto:gs-bdisbo@pa.gov).

Thank you for your continued support and interest in Commonwealth business opportunities!

Sincerely,



Danielle Beish  
Director  
Bureau of Administrative Services